

***The Tennessee Department of Human Services***

**Administrative Services Assistant 3**

Nashville, Tennessee

The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to top-level executives within the department.

The ideal candidate will be experienced in handling a wide range of administrative support related to tasks and will be able to work independently with little or no supervision. This person must be well versed in written and verbal communication skills, exceedingly well organized, flexible and enjoy the complex challenges of supporting the Vocational Rehabilitation State Director in carrying out the duties of a very distinct and diverse program within state government. Candidate must be able to manage and track numerous nomination packets for statewide advisory boards and councils. Answer phone calls and direct incoming inquiries to appropriate party.

Must be able to interact with staff at all levels in an ever-changing environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and maintain confidential materials at all times. Prior experience maintaining an executive level calendar and meeting schedule, meeting report deadlines and skilled at prioritization is a MUST.

MUST HAVE: 5 + years' experience supporting at the executive level. Excellent communication skills, written & verbal. Must be able to create and present PowerPoint Presentations. Strong knowledge of MS Office, including WORD, EXCEL and Outlook Experience scheduling travel arrangement for management superb customer service talent.

STRONGLY PREFER Support experience in a human service program or government agency experience creating and modifying processes for efficiency. Bachelor's degree preferred.

Location: Nashville, Tennessee

Hours: 8:00 a.m. - 4:30 p.m.